1445.10/989/app H

DLAM 1445.10
APPENDIX A

DEPARTMENT OF DEFENSE

DEFENSE LOGISTICS AGENCY

Cameron Station,
Alexandria, Virginia 22304-6100

DLA
PROFESSIONAL, ADMINISTRATIVE, AND TECHNICAL ENTRY-LEVEL TRAINING PROGRAM FOR SUPPLY MANAGEMENT

April 1989

D7.6/8:

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DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

DCPSO(DLA-KW)

25 Apr 89

FOREWORD
(Supplementation is prohibited.)

The purpose of this manual is to provide a standard program of instruction (POI) for the DLA Professional, Administrative, and Technical Entry-Level Training Program for Supply Management.

This manual has been prepared to provide career interns and others connected with the program, such as supervisors, instructors, and staff personnel with information and guidance pertaining to training and development prescribed under the program. Users of this manual are encouraged to submit recommended changes and comments to improve the publication through channels to the Chief, DLA Civilian Personnel Service Support Office, P.O. Box 3990, Columbus, Ohio 43216-5000.

BY ORDER OF THE DIRECTOR

JAMES J. SINGSANK
Colonel, USA
Staff Director, Administration

DISTRIBUTION
3; DCPSO

COORDINATION: DRSO, DLA-O,
DLA-LR, DLA-LP, DLA-KS

This DLAM supersedes DLAM 1445.10, APPENDIX A, 25 Mar 77.

GLOSSARY

ACRONYM	DEFINITION
ACF	Active Contract File
ADP	Automatic Data Processing
ADRS	Automated Discrepancy Reporting System
AIS	Automated Information System
ALMC	Army Logistics Management College
AMETA	U.S. Army Management Engineering Training Activity
AMP	Automated Information Systems Management Plan
ANRDP	Applicable Nonrecurring Demand Percentage
AOB	Annual Operating Budget
AOCI	Accredited Off-Campus Instruction
APCAPS	Automated Payroll, Cost and Personnel System
ASSP	Automated SEVAN Shipment Planning
BRO	Bin Replenishment Order
CEUS	Center for End User Support
CINCS	Commander and Chiefs
CONSOLS	Consolidations Underway Replenishments
COPAD	Contractor Operated Parts Depot
CTDF	Contract Technical Data File
DASC	DLA Administrative Support Center
DB&TR	Depot Balance and Transaction Register
DBMS	Data Base Management System
DCPSO	DLA Civilian Personnel Service Support Office
DFAMS	Defense Fuel Automated Management System
DFR	Defense Fuel Region
DFSC	Defense Fuel Supply Center
DFSP	Defense Fuel Support Point
DIC	Document Identifier Code
DICP	Designated Intermediate Control Point
DIDS	Defense Integrated Data System
DIF	Due-In File
DIIP	Defense Inactive Item Program
DISMS	Distributed Minicomputer Systems
DISREP	Discrepancy in Shipment Report
DLA	Defense Logistics Agency
DLAM	Defense Logistics Agency Manual
DLSC	Defense Logistics Service Center
DMET	Defense Management Education and Training
DMINS	Distributed Mini Computer System
DoD	Department of Defense
DP/DPA	Distribution Plan/Distribution Plan Authorization
DPM	DCPSO Program Manager
DPSC	Defense Personnel Support Center
DRO	Disposal Release Order
DSC	Defense Supply Center
DWASP	DLA Warehousing and Shipping Procedures
EDDS	Enhanced DLA Distribution System
EEO	Equal Employment Opportunity
EOQ	Economic Order Quantity

ACRONYM	DEFINITION
EUC	End User Computer
ICP	Inventory Control Point
IM	Item Manager
IMC	Internal Management Control
IMP	Inventory Management Plan
ITAG	Intern Training Advisory Group
I/VN	Inspection/Verification Notice
JCS	Joint Chiefs of Staff
JPO	Joint Petroleum Office
LOGMARs	Logistic Applications of Automated Marking and Reading Symbols
MAC	Military Airlift Command
MAD	Mean Absolute Deviation
MDIS	Menu Driven Inquiry System
MHE	Materials Handling Equipment
MILSPETS	Military Standard Petroleum System
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTD	Military Standard
MILSTEP	Military Standard Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MMD	Materiel Movement Document
MOFAST	Mechanization of Freight and Shipping Terminals
MOWASP	Mechanization of Warehousing and Shipment Procedures
MRO	Materiel Release Order
MRQ	Maximum Release Quantity
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NIR	National Inventory Record
NSN	National Stock Number
NSO	Numeric Stockage Objective
NSPDM	Naval School, Physical Distribution Management
OJT	On-the-Job Training
OPM	Office of Personnel Management
OTIS	Office of Telecommunications Information Systems
PC&S	Posts, Camps, and Stations
PLFA	Primary Level Field Activity
PMCL	Proposed Military Change Letter
POI	Program of Instruction
POPS	Paperless Ordering Placement System
PSE	Primary Staff Element
PSO	Peacetime Stockage Objective
PWRMR	Prepositioned War Reserve Materiel Requirement
PWRMS	Prepositioned War Reserve Materiel Stock
QFD	Quarterly Forecast Demand
RCS	Reports Control System
REPSHIP	Reports of Shipment
RIDR	Receipt Information Data Request
ROD	Report of Discrepancy

ACRONYM	DEFINITION
RRIP	Rapid ROD Interrogation Program
SAMMS	Standard Automated Materiel Management System
SAMMSTEL	Standard Automated Materiel Management System Teleprocessing
SAR	Supply Assist Request
SAVES	Save All Valuable Equipment and Supplies
SCF	Supply Control File
SIOATH	Source Identification and Ordering Authority
SLID	Storage Location Identification
SMPT	School of Military Packaging Technology
SPUR	Special Purchase
SPW	Shipment Planning Worksheet
SSCS	Standard Supply Control Study
THF	Transaction History File
TIR	Total Item Record
TOA	Training Opportunity Announcement
TRADOC	U.S. Army Training And Doctrine Command
UAIS	Unique Automated Information System
UMMIPS	Uniform Materiel Movement and Issue Priority System
UNREP	Underway Replenishment (Replenishment of Navy Ships)
UPS	United Parcel Service
USPS	United States Postal Service
WCP	Work Force Certification Program
WSP	Weapon Systems Pouch

SUPPLY MANAGEMENT

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PART 1 ADMINISTRATION

CHAPTER 1 GENERAL

1. PURPOSE AND SCOPE

a. To establish the policy and procedures for administering and conducting the DLA Entry-Level Training Program for Professional, Administrative, and Technical Personnel (hereafter referred to as the program).

b. This manual is applicable to HQ DLA, DLA Management Support Activities, and primary level field activities (PLFAs).

2. POLICY

a. The purpose of the program is to provide a controlled input of career personnel who are capable of being trained to a high degree of technical competence and to function effectively at the journeyman level in a career field.

b. The term "intern" refers to any individual in a position whose target is the full performance level in one of the professional, administrative, or technical series covered by the program. The majority of interns will enter the program at the GS-5 level; however, entry at other grades may be appropriate in certain career fields or in special cases. Intern recruitment, selection, and training will be accomplished in consonance with the Agency's overall Equal Employment Opportunity (EEO) objective of achieving a workforce in which minorities and women are fully represented.

c. The scheduled duration of the program is not more than 3 years. Candidates will be promoted in accordance with appropriate Office of Personnel Management (OPM) and DLA Personnel regulations.

d. The program will be administered in accordance with:

(1) The Office of Personnel Management's Federal Personnel Manual.

(2) The DLA Federal Equal Opportunity Recruitment Program.

(3) The DLA Affirmative Action Program.

(4) DLAM 1445.10, Civilian Career Program for Supply Management.

(5) DLAR 1404.4, Merit Promotion Program.

(6) DLAR 1446.1, Equal Employment Opportunity (EEO) Program.

(7) DLAR 1406.1, Maintaining Discipline.

(8) DLAR 1430.1, Defense Management Education and Training (DMET) Program.

(9) DLAR 1430.12, Civilian Employee Development and Training.

(10) DLAR 1444.4, Automated Civilian Personnel Data Bank.

(11) DLAR 1445.1, Civilian Career Management.

3. RESPONSIBILITIES

a. HQ DLA

(1) The Staff Director, Office of Civilian Personnel, DLA (DLA-K) will establish overall program policy for intern recruitment, selection, position descriptions, and performance standards. Program guidance, direction, and evaluation will be provided by the Chief, Work Force Effectiveness and Development Division, Office of Civilian Personnel (DLA-KW). Recruitment and intern selection guidance will be provided by the Chief, Staffing, Labor and Employee Relations Division, Office of Civilian Personnel (DLA-KS).

(2) The Assistant Director, Office of Policy and Plans, DLA (DLA-L) will provide for the coordination and monitorship of DLA plans, policies, and programs including direction of management review activities.

(3) The Heads of HQ DLA Principal Staff Elements (PSEs) will:

(a) Provide overall program management under the staff guidance of the Staff Director, Civilian Personnel, DLA.

(b) Approve the programs of instruction (POI) in their respective functional areas.

(c) Monitor the intern program and direct program changes based on new or revised policy.

(d) Select Intern Training Advisory Group (ITAG) members.

(e) Determine intern selection procedures for their respective functional areas.

(f) Ensure that intern programs comply with all higher HQ requirements, such as the Office of Personnel Management and the Office of the Secretary of Defense.

(4) The Chief, Staffing, Labor and Employee Relations Division, Office of Civilian Personnel, DLA (DLA-KS) will establish policy and procedures for recruitment of entry-level personnel.

(5) DLA Civilian Personnel Service Support Office (DCPSO)

(a) The Chief, DCPSO is responsible for the operational management of the program.

(b) The Chief, Career Development and Intern Programs Branch (DCPSO-I) will:

(1) Develop and manage training programs in selected career fields in coordination with the appropriate HQ DLA PSE and with DLA-KW.

(2) Evaluate training provided during the program and provide evaluation results and recommendations for program modifications to DLA-KW and other appropriate HQ DLA PSEs.

(3) Establish training centers at selected PLFAs.

(4) Supervise DCPSO Program Managers (DPMs) who manage the program for specific career fields.

(5) Maintain an instructor staff in selected specialities to conduct standardized and DLA-unique courses.

(6) Arrange for funding of DCPSO-sponsored courses and schedule formal training courses in accordance with requirements listed in the POI.

(7) Determine DCPSO-I's budget requirements and administer DCPSO-I's annual operating budget (AOB).

(8) Issue program completion certificates.

(c) DCPSO Program Managers will:

(1) Develop and coordinate with appropriate HQ DLA PSEs a POI for each training program. Each POI will be published as a DLA Manual (DLAM) and will be directive in nature.

(2) Evaluate training effectiveness for the programs under their control and provide the Chief, DCPSO, with evaluation reports which include appropriate recommendations for program change.

(3) Develop DLA-unique courses.

(4) Supervise DCPSO instructors.

(5) Approve equivalent training and waivers of training based upon criteria established by ITAGs and in accordance with established DoD and DLA policies and directives.

(6) Chair ITAG meetings.

(7) Consult with PSEs to ensure that the program remains current and incorporates required classroom training and on-the-job training (OJT) assignments.

b. The Appropriate Elements of PLFAs will:

(1) Supervise interns.

(2) Provide an initial orientation to each intern in accordance with local in-processing procedures.

(3) Schedule interns for formal training.

(4) Provide all interns cross-training and orientations as required by the POIs.

(5) Maintain intern records.

(6) Budget and fund training costs in support of the program.

(7) Monitor and evaluate training.

(8) Recommend program changes to DCPSO.

(9) Ensure that OJT supervisors are adequately trained.

(10) Appoint representatives to serve on ITAGs as required.

(11) Notify DPM upon intern's completion of POI requirements or termination from the program.

(12) Request program completion certificates.

4. PROCEDURES

a. Intern Training.

(1) Training requirements are defined appropriate POIs. These POIs will be reviewed annually by the ITAG, and modifications will be recommended to the appropriate HQ DLA PSEs. All DLA activities will be notified of any changes in training requirements upon approval by the HQ DLA PSEs.

(2) Annually, DCPSO will publish a master schedule of all required formal entry-level training. This schedule will include allocations of spaces of PLFAs. PLFAs will be responsible for assigning interns to attend the courses and for ensuring their attendance. PLFAs will issue Training Opportunity Announcements (TOAs) 45 days prior to the beginning of a course if they cannot use all allocated spaces.

b. DCPSO-I is responsible for the maintenance of this manual. Recommended changes should be submitted through the Chief, Career Development and Intern Programs Branch (DCPSO-I), P.O. Box 3990, Columbus, Ohio 43216-5000.

PART 1 ADMINISTRATIVE

CHAPTER 2 TRAINING

1. PROGRAM OF INSTRUCTION (POI)

a. The POI contains that training which is required for the interns to reach journeyman level proficiency. The POI expresses the training requirements in terms of classroom training and OJT. OJT requirements are expressed in specific learning objectives which the interns must accomplish to successfully complete the program.

b. The POI may be supplemented with additional requirements that PLFAs consider to be necessary locally for the interns' development. However, these requirements must be scheduled by the PLFAs.

c. Each POI will contain a training sequence, a training description, and learning objectives.

(1) The training sequence lists required classroom training, cross-training, and OJT segments in the preferred sequence of accomplishments.

(2) The training description lists classroom training, cross-training, and OJT segments and gives a brief description of each. It also indicates prerequisite courses where applicable.

(3) The learning objectives contain specific tasks which the interns are required to perform in a given OJT segment. The level of performance expected of the intern by the completion of the intern program is specified in the standards portion of each objective.

d. Classroom training should be scheduled for each intern in the suggested order listed in the training sequence. Following the suggested order may not be possible for all interns; however, prerequisite courses must be scheduled in proper sequence.

2. TYPE OF TRAINING

a. Classroom Training - Classroom training consists of Government-sponsored courses, courses taught by colleges, universities, and technical schools, and courses taken by correspondence. These courses will either be presented onsite at the activity to which the interns are assigned, or the interns will be required to attend the course on a temporary duty basis. Interns must successfully complete all required classroom courses listed in the POI unless an equivalency is granted by the ITAG (see below).

b. On-The-Job Training - OJT represents the most important segment of the training program. The interns will be exposed to a variety of actual work experiences and will be expected to perform increasingly broad and complex job-related tasks. Evaluation is based upon demonstrated ability to perform to the standards prescribed in the appropriate learning objectives.

(1) Functional OJT - This training is designed specifically to impart the skills and knowledge required for the interns to perform in their target positions. Functional OJT comprises the majority of training hours in the POI. It is designed to proceed from the simple to the complex. Although specific learning objectives are listed in the POIs, individual supervisors may determine appropriate sequencing.

(2) Cross-Training - This training includes training and orientation in areas related to the intern's functional assignment. The training is designed to help them do the job more completely and effectively by presenting the relationships that exist between the different functional areas.

3. EQUIVALENT TRAINING

a. Equivalent training is training that can be substituted for required training. PLFAs should request approval of equivalent training where it is practical, appropriate, and results in cost savings. Equivalent training requests will be submitted through the Career Development Division of the Office of Civilian Personnel to the DPM. Requests must include appropriate and sufficient documentation such as catalog descriptions or course outlines, number of class hours, dates of attendance, and graduation certificate. The DPM will notify the PLFA of approval/disapproval.

b. When a career field has a specific regulation or manual governing equivalent training, that procedure will be followed.

PART 1 ADMINISTRATION

CHAPTER 3 PROGRAM ADMINISTRATION

1. RECRUITMENT

a. Intern recruitment will be conducted in conformance with guidance by HQ DLA.

b. All DLA Job Opportunity Announcements for positions to be filled at less than the journeyman level should state that the position is an "Intern Position" and is subject to training requirements outlined in the applicable POI.

2. AUTOMATED PAYROLL, COST AND PERSONNEL SYSTEM (APCAPS) NOTIFICATION. Each PLFA will follow APCAPS procedures to enter data for new interns into the system.

3. RECORD KEEPING. PLFAs are required to adhere to training management and administrative requirements listed in applicable Federal, DoD, and DLA regulations. In addition, a record must be maintained for each intern that documents:

a. Completion of required classroom training.

b. Completion of required cross-training.

c. Completion of each required OJT objective.

d. Equivalent training approval.

4. SCHEDULING OF CLASSROOM TRAINING

a. On a quarterly basis, DCPSO will publish a schedule of classes that it sponsors. The schedule will contain course title, location, dates, and other pertinent information.

b. PLFAs will be responsible for assigning interns to attend DCPSO courses and assuring their attendance. PLFAs will notify DCPSO 45 days prior to the beginning of a course if all spaces cannot be used. Interns must be given priority for DCPSO-sponsored courses; however, journeyman-level employees may attend on a space available basis.

5. FUNDING. Intern tuition and travel expenses incurred for required training will be funded by the PLFA. Where applicable, DCPSO will fund for the intern's tuition for courses that it sponsors.

6. SEPARATION OF THE INTERN FROM THE TRAINING PROGRAM

a. If an intern displays less than fully successful progress during their development under this training program, the supervisor, in conjunction with an Employee Development and Employee Relations Specialist, must assist the intern in overcoming any deficiencies.

b. If, after an intern has been given remediation, individual attention, and counseling by their supervisor, they are unable to attain a satisfactory level of achievement under this training program, they may be assigned to a position which is commensurate with their education and experience. However, if this is not feasible, separation from the Federal service may be proposed in accordance with the applicable regulations.

7. PROGRAM COMPLETION

a. When an intern has successfully completed all required classroom training, cross-training, and all OJT learning objectives, the supervisor will notify the Career Development Division of the Office of Civilian Personnel in writing who will notify the DCPSO Program Manager. DCPSO will issue the intern a certificate of program completion through the Office of Civilian Personnel.

b. Interns who accept nontrainee positions or who leave the PLFA prior to completing the program will not receive a certificate. PLFAs will notify DCPSO when an intern leaves the program prior to completing all requirements.

8. PROGRAM REVIEW. When authorized DCPSO will conduct a periodic review of intern training at selected PLFAs. The review will consist of an examination of the PLFA's record keeping system as well as discussions with interns, OJT supervisors, and PLFA managers. The purpose of the review is to ensure that interns are receiving training required by this manual, to ensure that the program is being properly administered, and to determine if the program is adequate to meet the PLFA's and DLA's needs. A report of the findings of the DCPSO review will be prepared and forwarded to the Commander of the PLFA, the appropriate PSEs, and DLA-KW.

9. ORIENTATION OF OJT INSTRUCTORS. The PLFA should ensure that OJT instructors who have had no prior experience training interns are thoroughly briefed on all aspects of the program. Assistance is available from DCPSO. This should be accomplished prior to the intern's assignment to the new OJT instructor and should include, as a minimum, the following:

a. An overview of the purpose and organization of the program along with the appropriate POI.

b. Discussion of roles and responsibilities of OJT instructors to include necessary coordination and specific training objectives.

c. Required intern evaluation reports.

d. Training information and procedures specifically related to the PLFA.

10. INTERN TRAINING ADVISORY GROUP (ITAG). An ITAG will be formed to guide the development and review of the intern program. The ITAG is also responsible for issuing guidance on equivalent training. Each ITAG will be composed of a PSE representative and several functional managers from selected PLFAs. The DPM will serve as ITAG chairperson. The ITAG will meet at least annually to review program content, to discuss changes to the POI dictated by results of the program evaluation or by changes in the career field, and to revise the POI as required. The DPM will submit a report of the ITAG's findings and recommendations to the PSE and each member.

PART 2 SUPPLY MANAGEMENT PROGRAM OF INSTRUCTION

CHAPTER 1 TRAINING SEQUENCE

SUPPLY CENTER OPERATIONS TRACK

GENERAL SUPPLY SPECIALIST (GS-2001)
SUPPLY SYSTEMS ANALYST (GS-2003)
INVENTORY MANAGEMENT SPECIALIST (GS-2010)

TRAINING SEQUENCE	PROPONENT	TYPE OF TRAINING	HOURS
In-Processing Orientation/DLA Supply Management Career Field Orientation	PLFA-Logistics Program Division	Classroom	Variable
Orientation to DoD and DLA	PLFA-Personnel Office	Classroom	Variable
Orientation to Other Supply Directorates (DPSC interns only)	PLFA-Logistics Program Division	Classroom	Variable
Logistics Management Overview	Contractor	Classroom	40
Basic Skills in Statistics +	Any Accredited Source	Classroom	40
DLA Supply Management	DCPSO	Classroom	120
DoD Depot Operations Management Course + (Not required for DFSC Interns)	ALMC	Classroom	80
Transportation Management Introduction (Not required for DFSC Interns)	NSPDM or Contractor	Classroom	40

+Available by correspondence.

TRAINING SEQUENCE	PROPONENT	TYPE OF TRAINING	HOURS
Quartermaster Basic Petroleum Course (DFSC interns only)	TRADOC	Classroom	180
DFAMS Training (DFSC only)	DFSC	Classroom	20
Defense Integrated Subsistence Management System (DISMS)/Subsistence System Training (DPSC-S only)	DPSC	Classroom	80
Planning and Conducting Management Audits and Studies (7A-F5-3) (JT)	AMETA	Classroom	40
Directorate of Supply Operations	PLFA-Logistics Program Division	Cross-Training	8 to 40
Internal Management Control Program	PLFA	Classroom	4
Directorate of Contracting and Production	PLFA-Logistics Program Division	Cross-Training	8 to 40
Directorate of Technical Operations (Not required for DFSC Interns)	PLFA-Logistics Program Division	Cross-Training	24
Directorate of Quality Assurance	PLFA-Logistics Program Division	Cross-Training	8 to 16
Directorate of Distribution (Not required for DFSC Interns)	PLFA-Logistics Program Division	Cross-Training	20 to 40
Defense Fuel Region (DFR) (DFSC Interns only)	PLFA-Logistics Program Division	Cross-Training	40
General Supply/ Inventory Management	PLFA-Logistics Program Division	OJT	Variable
Supply Systems Analyst (Center Operations)	PLFA-Logistics Program Division	OJT	Variable

DEPOT OPERATIONS TRACK

GENERAL SUPPLY SPECIALIST (GS-2001)
DISTRIBUTION FACILITIES SPECIALIST (GS-2030)
SUPPLY SYSTEMS ANALYST (GS-2003)

TRAINING SEQUENCE	PROPONENT	TYPE OF TRAINING	HOURS
In-Processing/DoD Depot Operations, Depot Cross Orientation, and DLA Supply Management Career Field Orientation	PLFA/PLFA-Assigned Division Office	Classroom	Variable
Orientation to DoD and DLA	PLFA/PLFA-Personnel Office	Classroom	Variable
Logistics Management Overview	Contractor	Classroom	40
Basic Skills in Statistics +	Any Accredited Source	Classroom	40
DLA Supply Management	DCPSO	Classroom	40
DoD Depot Operations Management +	ALMC	Classroom	80
Transportation Management - Introduction	NSPDM or Contractor	Classroom	40
Hazardous Materials Handling	SMPT or AOCI	Classroom	4
Defense Packaging for Logistics Managers or Any SMPT Basic Packaging Course	SMPT	Classroom	20

+Available by correspondence.

TRAINING SEQUENCE	PROPONENT	TYPE OF TRAINING	HOURS
Planning and Conducting Management Audits and Studies	AMETA	Classroom	40
Directorate/Division of Quality	PLFA-Assigned Division Office	Cross-Training	40
Distribution Facilities Storage Specialist	PLFA-Assigned Division Office	OJT	Variable
Supply Systems Analyst (Depot Operations)	PLFA-Assigned Division Office	OJT	Variable
Directorate of Contracting and Production (Elective)	PLFA-Assigned Division Office	Cross-Training	20
Directorate of Technical Operations (Elective)	PLFA-Assigned Division Office	Cross-Training	20
Internal Management Control Program	PLFA	Classroom	4

PART 2 SUPPLY MANAGEMENT PROGRAM OF INSTRUCTION

CHAPTER 2 TRAINING DESCRIPTIONS

CLASSROOM TRAINING FOR SUPPLY CENTERS AND DEPOTS

SUBJECT AREA	DESCRIPTION
Basic Skills in Statistics	Proficiency in basic math skills is a prerequisite for this course. It is the responsibility of the applicable directorate of the PLFA to determine and ensure each intern's basic math skills prior to the course. During this training the intern will be introduced to basic statistical concepts and techniques and the methodology for applying these techniques in the solution. This course must be completed prior to the DLA Supply Management Course.
Defense Packaging for Logistics Managers	Through student interaction and guest speaker presentation, interns relate the philosophies, concepts, and practices of military packaging to logistics' management problems. The current status and probable future directions of military packaging, particularly from the viewpoint of the cost-conscious manager are explored. The course relies heavily on case studies and other student participation to enhance individual proficiency of logistics' managers. Lecture/conference subjects include: DoD packaging policy and organizations, packaging as an element of integrated logistic support, reusable container systems, evaluation of preservation and packing operations, Military Standard (MILSTD) 2073 packaging data, resources conservation, packing management, and the National Environmental Policy.
DFAMS Training (DFSC Interns)	Interns will learn about the integrated data base system of Defense Fuel Automated Management System (DFAMS).

SUBJECT AREA	DESCRIPTION
DISMS/Subsistence Systems Training (DPSC-S Interns)	Interns will learn about the integrated data base system of Distributed Minicomputer Systems (DISMS) and about the unique-perishable or semiperishable systems which DISMS will eventually replace.
DLA Supply Management	This course will provide the practical aspects of inventory management in DLA. It will include an introduction to the DLAM 4140.2, Supply Operations Manual, Defense Supply Center, Supply Operating Procedures, Vol. II, in the areas of requirements, determination, requisition processing, inventory accounting Contractor Operated Parts Depot (COPAD), and Paperless Ordering Place-Placement System (POPS). Also, the DLA Weapon Systems Support Program will be covered. Emphasis will be on teaching the skills required to perform these functions.
DoD Depot Operations Management Course (Not required for DFSC Interns)	This course deals with the major depot functions to include the receipt, storage, care, distribution, and control of materiel. The relationship of these functions to other aspects of the logistic's system will also be examined.
Hazardous Materials Handling	The curriculum includes identification and classification of hazardous materials; health and personal safety; packaging, labeling, storing, handling, and transportation procedures; release response; and hazardous materials and hazardous waste laws, regulations, and policies.
In-Processing/DLA Supply Management Career Field Orientation	This course contains an orientation to the Supply Directorate to which the intern is assigned along with a brief overview of the work performed by journeymen of the same job series to which the intern is targeted. It introduces new interns to the DLA supply management field. Trainees will become exposed to the different career fields within supply operations.

SUBJECT AREA	DESCRIPTION
In-Processing/DoD Depot Operations, Depot Cross-Orientation, and DLA Supply Management Career Field Orientation	This course contains an orientation to the PLFA to which the intern is assigned. Also, it contains a brief overview of the work performed by journeymen of the job series to which the intern is targeted. Interns will receive a depot cross-orientation which will include briefings from the Offices of Civilian Personnel, Comptroller, Plans and Management, Property Disposal, and Telecommunications. Interns will be introduced to the DoD supply management field. They will become exposed to the different career fields within depot operations.
Internal Management Control Program	This course provides an overview of the Internal Management Control (IMC) Program and stresses the requirements for conducting risk assessments and internal management control reviews.
Logistics' Management Overview	This course provides an overview of logistics' concepts, principles, and practices through a series of lectures and conferences. The conference portion is designed to discuss with participants where they fit in the logistics' world and how they affect others. Topics include acquisition, distribution, inventory management, life cycle mode, provisioning, maintenance, integrated logistical support, financial management, stock fund, reutilization, security assistance, DoD force structure, cataloging, budget process, requisitioning channels, forecasting, transportation, and logistics' customers.
Orientation to DoD and DLA	This course contains an orientation by the personnel office to the PLFA to which the intern is assigned. It covers such topics as an overview of all Directorates, EEO, employee benefits, etc.

SUBJECT AREA	DESCRIPTION
Orientation to Other Supply Directorates (DPSC interns only)	This course contains an overview to the operations at each of the three Supply Directorates: Subsistence, Clothing and Textiles, and Medical.
Planning and Conducting Management Audits and Studies	This course covers how to plan and conduct a management study. Topics include the purpose of management studies, types of studies, the approach for conducting a study, development of a plan of action, data collection approaches, documentation, and analysis techniques.
Quartermaster Basic Petroleum Course (DFSC Interns Only)	Interns will receive instruction into the petroleum fixed facility operations, field handling equipment, and quality surveillance practices.
Transportation Management - Introduction (Not required for DFSC interns)	This course provides an overview of U.S. commercial and military transportation systems introducing carrier facilities and services; fundamentals and functions of transportation management, freight classification and tariffs; Military Standard Requisitioning and Issue Procedures (MILSTRIP), Military Standard Transportation and Movement Procedures (MILSTAMP), Military Standard Evaluation Procedures (MILSTEP), and Uniform Materiel Movement and Issue Priority Systems (UMMIPS); mission and functions of Military Airlift Command (MAC), Military Sealift Command (MSC), and Military Traffic Management Command (MTMC).

CROSS-TRAINING FOR SUPPLY CENTER OPERATIONS TRACK

SUBJECT AREA	DESCRIPTION
Defense Fuel Region (DFSC Interns only)	Interns will receive cross-training in all facets of a defense fuel region and its supply point to include the distribution, storing, workload planning, and receiving of bulk petroleum.
Directorate of Contracting and Production	This cross-training is designed to provide the intern with an introduction to the procurement function to include bid, solicitation, contract awards, contract modification, testing and production, and contract administration. Emphasis will be given to the interface between supply and procurement operations during the procurement cycle.
Directorate of Distribution (Not required for DFSC)	Interns will receive cross-training in all facets of the depot system to include receipts processing and documentation, storing, workload planning, receiving, logistics' programs, and transportation.
Directorate of Technical Operations	This cross-training will include the process of standardization, value engineering, and interchangeability and substitution programs; preparation of item description and reprocurement packages; and the purpose of Defense Integrated Data System (DIDS) with emphasis on cataloging.
Directorate of Quality Assurance	Interns will receive cross-training in all facets of quality assurance.
Directorate of Supply Operations	Interns will receive cross-training in areas of supply operations other than their assigned functional area. Cross-training will include an understanding of tasks listed in the learning objectives under specific work areas.

CROSS-TRAINING FOR DEPOT OPERATIONS TRACK

SUBJECT AREA	DESCRIPTION
Directorate of Contracting and Production	This cross-training is designed to provide the intern with an introduction to the production function to include receiving, contract modification, contract administration, Rapid ROD Interrogation Program (RRIP), and Standard Automated Materiel Management System Teleprocessing (SAMMSTEL). Emphasis will be given to the interface between the Directorate of Distribution and procurement operations during the procurement cycle.
Directorate/Division of Quality (Elective)	Interns will receive cross-training in all facets of the Distribution System Quality Analysis Program, DLAM 4155.8, Quality Assurrance Program Manual for DLA Depots.
Directorate of Technical Operations (Elective)	The cross-training will include the process of value engineering and interchangeability and substitution programs. It will also include preparation of item description and interpretation of packaging requirements; and the purpose of DIDS.

ON-THE-JOB TRAINING*

SUBJECT AREA	DESCRIPTION
Distribution Facilities Storage Specialist	Interns targeted for the GS-2030 series will receive extensive training in all facets of depot operations. Training will emphasize each area's operation as it interfaces with the assigned division office.
General Supply/ Inventory Management	Interns targeted for GS-2001 and GS-2010 series will receive instruction in the requisition processing systems to include the origin and type of input received, the processing of requisition documents, and the types and use of output produced. OJT for the GS 2010 series will also deal with the overall requirements determination system to include demand accumulation, requirements forecasting techniques, supply control, and material return, excess, and retention.
Supply Systems Analyst (Center Operations)	Interns targeted for the GS-2003 series will gain experience in all facets of the management support function. Major topics of OJT include system changes, developing procedure changes, computer subsystems and their functions, logistics' programs, and expansion of core OJT in requirements, inventory accounting, and requisition processing.
Supply Systems Analyst (Depot Operations)	Interns targeted for the GS-2003 series will receive extensive training in all facets of the distribution function. Major topics of OJT include system changes, developing procedure changes, computer, subsystems and their functions, and logistics' programs.

* Each intern must demonstrate mastery of all tasks listed for their career series before the intern's supervisor can certify completion of the intern's on-the-job training requirement.

PART 2 SUPPLY MANAGEMENT PROGRAM OF INSTRUCTION

CHAPTER 3 LEARNING OBJECTIVES

SUPPLY CENTER OPERATIONS TRACK

GENERAL SUPPLY SPECIALIST (GS-2001)
SUPPLY SYSTEMS ANALYST (GS-2003)
INVENTORY MANAGEMENT SPECIALIST (GS-2010)

Learning tasks for the Supply Center Operations Track Training Sequence are listed at the knowledge level only. All interns should understand the purpose, process, and concept for all 37 tasks listed in this section. Each Supply Center has also designated individual tasks which interns in each series (GS-2001, GS-2003, GS-2010) must not only understand, but must be able to accomplish as part of their OJT. The local Supply Center training coordinator will notify new interns and supervisors which individual tasks they must be able to perform as well as understand.

DISTRIBUTION SUBSYSTEM

1. TASK - IDENTIFY AND DESCRIBE THE MAJOR REQUISITION PROCESSING FUNCTIONS AND THE OPERATION OF THE PROCESSING SYSTEM TO INCLUDE THE ORIGIN AND TYPE OF INPUT RECEIVED, PROCESSING PROCEDURES, AND THE TYPES AND USE OF OUTPUT PRODUCED

GIVEN:

- Queries, either verbally or in writing, relating to the requisition processing system.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Define and describe the following terms in relation to the operation of the requisition processing system:
  - MILSTRIP Requisition Format.
  - UMMIPS.
  - Maximum release quantity (MRQ).
  - National stock number (NSN) items.
  - Non-NSN items-special purchase (SPUR).
  - Editing computer violations-manager review reentry-total actions (Code ZLL) and manager review reentry-partial actions and substitutions (Code ZLM).

- Preparing and forwarding passing referral orders.
- Manual processing of requisitions.
- Issue substitution.
- Requisition followup.
- Status reply.
- Backorders reconciliation.
- International logistics.
- Procurement for direct delivery.
- Requisition cancellations.
- Month end followup to depot process for unconfirmed material release orders (MROs).
- MRO shipment confirmations.
- Requisition status and control file.

- Describe the functions and operations of a typical inventory control point (ICP) Requisition Processing Branch to include:

  - Major functional areas of responsibility and the interface between these areas within the Requisition Processing Branch.
  - Relationships between Requisition Processing Branch and other offices, directorates, and activities involved with supply management operations.

2. TASK - IDENTIFY AND DESCRIBE THE PROCESS FOR EDITING AN INCOMING REQUISITION FOR COMPLETENESS AND CORRECTNESS

   GIVEN:

   - A series of requisitions some of which contain incomplete and incorrect data.
   - Access to required regulations, manuals, forms, files, and local procedures.

   STANDARD - The intern will be able to:

   - Identify the incomplete and incorrect data and describe procedures to be followed for correcting errors detected.

3. TASK - IDENTIFY AND DESCRIBE THE PROCESS FOR DETERMINING VALIDITY OF EXCEPTION REQUIREMENTS CONTAINED IN INCOMING REQUISITIONS

   GIVEN:

   - A series of incoming requisitions containing exception requirements.
   - Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Identify the process used to determine validity of each requirement including descriptive data, or refer to appropriate office for decision.
. Describe the actions required to amend or requisition for input into Standard Automated Materiel Management System (SAMMS) as required.

4. TASK - IDENTIFY AND DESCRIBE THE PURPOSE FOR CODING A DLA FORM 934, EXCEPTION REQUISITION DOCUMENT DATA INPUT, FOR AN NSN ITEM REQUISITION

GIVEN:

. A requisition for an NSN item.
. A blank DLA Form 934.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe the purpose of coding a DLA Form 934.
. Identify the process for coding a DLA Form 934 and forwarding in accordance with local policy.

5. TASK - DESCRIBE THE PURPOSE FOR REQUISITION HISTORY FILES

GIVEN:

. Requisition history file, SAMMS printout, the active requisition control and status file, and SAMMS remote printout.

STANDARD - The intern will be able to:

. Identify the process used to interpret requisition history files.

6. TASK - DESCRIBE THE PURPOSE FOR THE CONTROLLED VIOLATION LISTING AND THE CONTROLLED VIOLATION FOLLOWUP LISTING

GIVEN:

. A series of controlled violation listings and a series of violation followup listings.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Identify and describe types of violations found in the listing.
. Describe the process to take appropriate action to correct erroneous data.

7. TASK - DESCRIBE THE PROCESS FOR FOLLOWUP REQUESTS (DOCUMENT IDENTIFIER CODE (DIC) AFC

GIVEN:

. A series of followup requests on requisitions.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Determine current status of requisitions.
. Determine proper response to requests.
. Describe the process for reentry of data into SAMMS.

8. TASK - DEFINE THE PROCEDURES FOR PROCESSING HIGH PRIORITY REQUISITIONS AND FOLLOWUPS RECEIVED BY TELEPHONE AND WRITTEN MEANS

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Identify various status and advice codes.
. Provide status and stock information.
. Identify off-line MROs.
. Identify the process for inputting requisitions into real time processing or prepare DLA Form 934 for key punch.

9. TASK - DESCRIBE THE PROCESS FOR IDENTIFYING AND RESOLVING CRITICAL SUPPLY PROBLEMS

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Identify when new or additional procurements should be made.
. Identify when inventories should be taken.

. Identify when to recoup material from property disposal.
. Describe the process for authorizing items or alternate sources.
. Describe the process for initiating lateral support.

10. TASK - DESCRIBE THE PURPOSE FOR ANALYZING RECURRING SUPPLY PROBLEMS ON A SYSTEMATIC BASIS

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Identify trends that result from supply problems.
. Identify causes of supply problems.
. Describe the process for recommending corrective action.

11. TASK - DESCRIBE THE PURPOSE FOR PROCESSING A SUPPLY ASSIST REQUEST (SAR)

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD: - The intern will be able to:

. Identify what actions are necessary depending on status of customers' requisition.
. Screen DLSC files to determine customer excess.
. Describe the purpose of coordination with the Directorate of Technical Operations for possible substitution and fabrication and possible higher assembly.
. Identify problems and possible solutions.
. Select the most appropriate solution to the problem.
. Describe the process for preparing an outgoing message in response to a SAR.

12. TASK - IDENTIFY AND DESCRIBE THE MAJOR INVENTORY ACCOUNTING FUNCTIONS AND THE OPERATION OF THE ACCOUNTING SYSTEM TO INCLUDE ORIGIN AND TYPES OF INPUT RECEIVED, ACCOUNTING PROCEDURES, AND TYPE AND USE OF OUTPUTS PRODUCED

GIVEN:

. Queries, either verbally or in writing, relating to inventory accounting system.

STANDARD - The intern will be able to:

. Define and describe the following terms in relation to the operation of the inventory accounting system:

  . Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) and MILSTRIP.
  . Logistical reassignments to include capitalization and decapitalization transactions.
  . Accounting for inventories on loan.
  . Resolving discrepancies.
  . Updating inventory category codes in the national inventory record (NIR).
  . Inventory adjustments.
  . Causative inventory research.
  . Due-in/receipt processing and control.
  . Physical inventory performance reporting.
  . Location record audit.
  . Materiel release denial research.
  . Types of inventories.

. Describe functions and operation of a typical Inventory Accounting Branch to include:

  . Major functional areas of responsibility and the interface between the areas within the Inventory Accounting Branch.
  . Relationship between Inventory Accounting Branch and offices, directorates, and other activities involved with supply management operations.

13. TASK - DESCRIBE THE PURPOSE OF TRANSACTION HISTORY FILES

GIVEN:

. DLAM 4140.2, Volume II, Part 3, Appendixes E and F.

STANDARD - The intern will be able to:

. Analyze and describe the transactions by document identifier and determine how they affect the balance.

14. TASK - DESCRIBE THE PURPOSE FOR ADJUSTING INVENTORIES

GIVEN:

. A requirement for mandatory research, F-13, F-16, and F-289 SAMMS output, reports.
. Access to SAMMS, DLAM 4140.2, Volume II, Part 3, Appendixes E and F, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe the process for conducting required research.
. Describe the process for initiating necessary inventory adjustment actions based on research findings.

15. TASK - DESCRIBE THE PURPOSE AND PROCESS FOR RESOLVING CUSTOMER AND DEPOT DISCREPANCIES

GIVEN:

. A series of Reports of Discrepancy (RODs).
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Identify necessary actions to resolve discrepancies to include authorizing credit, initiating tracer action, furnishing disposition instructions, debiting bills, and adjusting stock record accounts.

16. TASK - DESCRIBE THE PURPOSE FOR INITIATING TRACER ACTION FOR MISSING RECEIPTS

GIVEN:

. A requirement for tracer action based upon delinquent resupply or followup actions.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Determine appropriate types of followup.
. Identify followup procedures.
. Describe the process for clearing/adjusting accountable records when necessary.

REQUIREMENTS SUBSYSTEM

17. TASK - DESCRIBE THE PURPOSE FOR THE REQUIREMENTS FORECASTING PROCESS AND IDENTIFY MAJOR FORECASTING TECHNIQUES

GIVEN:

. Queries, either verbally or in writing, relating to requirements determination.

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe the impact of shelf life restrictions to requirements forecasting.
. Define the term "demand accumulation" and describe its use in requirements forecasting.
. Interpret the derived forecast on the standard supply control study (SSCS) and describe procedures for making necessary corrections.
. Define the following terms and describe their use in requirements forecasting:

  . Mobilization requirements.
  . Applicable nonrecurring demand percentage (ANRDP).
  . Single and double exponential smoothing/quarterly forecast demand (QFD).
  . Mean absolute deviation (MAD).
  . Tracking signal.
  . Numeric stockage objective (NSO) items.
  . Safety level.
  . Economic order quantity (EOQ)/procurement cycle.
  . Administration and production lead times.
  . Reorder point.
  . Unprogrammed customer forecast and special program requirements.

18. TASK - IDENTIFY AND DESCRIBE BASIC SUPPLY CONTROL FUNCTIONS AND RESPONSIBILITIES

GIVEN:

. Queries, either verbally or in writing, relating to supply control.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able:

. Identify work priorities.
. Describe the relationship between the DLSC total item record (TIR) files and the supply control file (SCF).
. Interpret and describe the various types of supply control actions which originate from the review of the SSCS.
. Define and describe the relationship of the following terms to supply control operations:

  . Family relationships.
  . Recording demands.
  . NIR and demand history record.

- New item requirements.
- Specialized support depots/direct supply support points.
- Retention/disposal of materiel.
- Provisioning.

19. TASK - DESCRIBE THE FUNCTIONS AND OPERATIONS OF AN INVENTORY MANAGEMENT DIVISION

GIVEN:

- A requirement to demonstrate knowledge by responding to queries, either verbally or in writing, concerning an Inventory Management Division's function and operation.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Describe the areas of responsibility within the Inventory Management Division.
- Describe the relationship between the Inventory Management Division and other offices, directorates, and activities involved with supply management operations.

20. TASK - DESCRIBE HOW TO PROCESS A BUY STUDY

GIVEN:

- SSCS with reason for the study codes: RP (Reorder Point) and IB (Manager Forces Procurement).
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Determine accuracy of header data.
- Identify demand trends.
- Describe the process to adjust elements of SSCS as required based on:
  - Validating on hand/due-in assets.
  - Consideration of mechanically forecasted customer returns.
- Identify the steps required to compute reorder point level.
- Project reorder point breach.
- Determine whether procurement action is required and adequately justifies decision.
- Compute dollar demand of procurement.
- Identify appropriate actions to initiate purchase request or cancel recommended buy.

21. TASK - IDENTIFY ACTIONS REQUIRED TO PROCESS STUDIES OTHER THAN BUY STUDIES

GIVEN:

- SSCS with reason for study codes other than the study code RP/IB.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Describe the conditions which generates the SSCS and corresponding reason for study codes.
- Determine type of action required, if any.

22. TASK - DESCRIBE THE PURPOSE OF THE LOW VALUE PROCUREMENT LISTING

GIVEN:

- A series of bypass studies.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Determine appropriate action to cancel, increase, or decrease bypass quantity.
- Describe the process for completing and inputting appropriate data based on determination.

23. TASK - DESCRIBE THE PURPOSE AND TYPES OF DUES-IN

GIVEN:

- A series of SAMMS products containing data relating to dues-in.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Analyze and validate due-in assets.
- Determine whether action is required and adequately justifies determination.
- Initiate appropriate action, if required.

24. TASK - DESCRIBE THE PURPOSE FOR DISPOSAL OF NONREQUIRED ASSETS

GIVEN:

- A series of long supply control studies and/or SSCS with appropriate study codes.
- Access to required regulation, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Identify and describe the types of actions initiated from review of long supply control studies.
- Interpret selected data contained in a long supply control study.
- Determine whether to retain or dispose of materiel and adequately justify determination.
- Describe the process for initiating appropriate retention or disposal action based on determination.

25. TASK - PERFORM FRONT END OR FINAL ASSET SCREENING

GIVEN:

- Appropriate SSCSs.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Identify and locate available assets.
- Validate condition of asset.
- Determine whether or not to recoup material.
- Initiate appropriate action based upon determination.

26. TASK - DESCRIBE THE PURPOSE FOR STOCK REDISTRIBUTION ACTIONS

GIVEN:

- A series of SSCSs and/or SAMMS products with appropriate study codes.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Determine requirement for redistribution action and adequately justify decision.
- Compute quantities to be redistributed.
- Describe the process for taking appropriate action to initiate redistribution.

27. TASK - DESCRIBE THE PROCESS FOR REVIEWING/RELEASING ESTABLISHED BACKORDERS

GIVEN:

. Selected SSCSs and SAMMS products.
. Access to required regulations, manual, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Define type of backorder.
. Determine if release of backorders is appropriate in accordance with current policies/procedures.
. Describe the process for initiating appropriate release action.

28. TASK - DESCRIBE THE CUSTOMER EXCESS REPORTING PROCESS

GIVEN:

. A series of SSCSs with reason for the study code CR FR and/or number FO 37 Customer Report of Excess.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Determine whether to accept with or without credit or to reject report of excess.
. Define review levels.
. Describe the process for initiating appropriate action based upon determination.

29. TASK - INITIATE CATALOGING ACTION

GIVEN:

. A series of forms/studies which contain information requiring cataloging action.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Determine type of action required (add, change, delete).
. Initiate appropriate cataloging action as required.

30. TASK - DESCRIBE THE PURPOSE AND TYPES OF ACTION TO REDUCE NON-READY FOR ISSUE MATERIAL

GIVEN:

- F-064 Report and other SAMMS products.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Define condition codes and required documentation.
- Determine responsible office and appropriate action.
- Describe the process for initiating action as required.

31. TASK - IDENTIFY AND DESCRIBE THE PROCESS BY WHICH REQUISITIONS ARE REFERRED FOR ITEM MANAGER REVIEW

GIVEN:

- DLAM 4140.2, Volume II, Part 3, Appendix E-127.
- Controlled violation, DIC ZLL, output for item manager (IM) processing.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Identify reason for referral.
- Identify the codes for referral of reentries including split action, passing orders, substitutions, cancellations, direct delivery, directed issue from stock, post/post, and backorder.
- Describe the process for correcting and reentering violations.

32. TASK - DESCRIBE THE AUTOMATIC DATA PROCESSING (ADP) ENVIRONMENT AT THE SUPPLY CENTER

GIVEN:

- Briefing on ADP systems pertinent to the functional area.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Describe the interface between the various ADP systems pertinent to the functional area.
- List the baseline schedule and timetable needed to process transactions.

33. TASK - DESCRIBE THE DIFFERENCE BETWEEN A STANDARD AUTOMATED INFORMATION SYSTEM (AIS) AND A UNIQUE AUTOMATED INFORMATION SYSTEM (UAIS)

GIVEN:

. Several problem analysis sheets.
. Several system change requests.
. Several requests for local mechanized system support/ change.

STANDARD - The intern will be able to:

. Discuss how each of the above documents relates to standard AIS and UAIS and explain under what conditions each is initiated.

34. TASK - DESCRIBE THE PURPOSE OF LOCAL CHANGES TO SAMMS PROCEDURES AND STAFF MEMORANDA

GIVEN:

. SAMMS Manual, DLAM 4140.2, Volume II.
. Local Staff Memorandum, Instructions for Preparing and Processing Staff Memoranda.
. Copies of current staff memoranda and local changes.

STANDARD - The intern will be able to:

. Differentiate between local changes and a staff memorandum.
. State when a local change or a staff memorandum should be developed for specific situations.
. Describe the process for assisting an analyst in preparing both local change and staff memoranda.

35. TASK - DESCRIBE THE PRIMARY FUNCTION OF EACH OF THE SUBSYSTEMS OF SAMMS

GIVEN:

. Copies of computer output from SAMMS.
. Access to SAMMS manuals.

STANDARD - The intern will be able to:

. List the subsystems of SAMMS.
. Describe the primary function of each subsystem.
. Describe in general terms the types of computer output products provided by each subsystem.

36. TASK - DESCRIBE THE PURPOSE OF VARIOUS LOGISTICS' PROGRAMS APPLICABLE TO THE INTERN'S SUPPLY CENTER

GIVEN:

. A series of job assignments each dealing with a specific logistics' program.

STANDARD - The intern will be able to:

. Describe the nature and purpose of each of the following:

  . Artic resupply.
  . Excess program.
  . Materiel returns program.
  . DLA weapon systems support program.
  . Commercial commodity acquisition program.
  . COPAD and POPS.
  . Reutilization Program.
  . Define defense inactive item program (DIIP).

37. TASK - IDENTIFY AND DESCRIBE THE PURPOSE FOR INTERNAL MANAGEMENT CONTROLS, REGULATORY REQUIREMENTS, AND PROCEDURES FOR RISK ASSESSMENTS AND INTERNAL MANAGEMENT CONTROL REVIEWS

GIVEN:

. Queries, either verbally or in writing, relating to the internal management control program.

STANDARD - The intern will be able to:

. Describe and identify legal and regulatory guidance.
. Understand how IMC fits into the management process.
. Understand the purpose and procedures for risk assessments.
. Understand the purpose and procedures for IMC reviews.
. Recognize alternative risk assessments and IMC reviews.

DEPOT OPERATIONS TRACK

GENERAL SUPPLY SPECIALIST (GS-2001)
SUPPLY SYSTEMS ANALYST (GS-2003)
DISTRIBUTION FACILITIES SPECIALIST (GS-2030)

1. TASK - DESCRIBE THE ADP ENVIRONMENT AT THE DLA DEPOT

   GIVEN:

   . Briefings on the ADP systems operational within the functional area.
   . Access to the regulations, manuals, forms, files, and local procedures applicable to the ADP environment.

   STANDARD - The intern will be able to:

   . Describe the interface between the various ADP systems operational within the functional area.
   . List the baseline schedule and timetable needed to process transactions.

2. TASK - DESCRIBE THE DIFFERENCE BETWEEN AN AIS AND UAIS

   GIVEN:

   . Several problem analysis sheets.
   . Several system change requests.
   . Several requests for local mechanized system support/change.

   STANDARD - The intern will be able to:

   . Discuss how each of the above documents relates to standard AIS and UAIS and explain under what conditions each is initiated.

3. TASK - DESCRIBE THE PRIMARY FUNCTION OF EACH OF THE SUBSYSTEMS OF MECHANIZATION OF WAREHOUSING AND SHIPMENT PROCEDURES (MOWASP) AND DLA WAREHOUSING AND SHIPPING PROCEDURES (DWASP)

   GIVEN:

   . Copies of computer output from MOWASP/DWASP.
   . Access to MOWASP/DWASP manuals.

STANDARD - The intern will be able to:

. List the subsystems of MOWASP/DWASP.
. Describe the primary function of each subsystem.
. Describe in general terms the types of computer output products provided by each subsystem.

4. TASK - DESCRIBE THE PURPOSE OF VARIOUS LOGISTICS' PROGRAMS APPLICABLE TO THE DEPOT TO WHICH YOU ARE ASSIGNED

GIVEN:

. A series of job assignments, each dealing with a specific logistics' program.

STANDARD - The intern will be able to:

. Describe the nature and purpose of logistics' programs applicable to the depot to which you are assigned to include but not limited to the following:

  . Artic resupply.
  . Excess program.
  . Materiel returns program.
  . DLA weapon systems support program.
  . Contractor operated parts depot (COPAD) if available at intern's depot.

5. TASK - DESCRIBE THE DEPOT INVENTORY ACCOUNTING SYSTEM

GIVEN:

. DLAM 4140.2, Vol. II, and DLAM 4140.2, Vol. III, Supply Operations Manual, Defense Depot Transportation and Supply Procedures.
. Various types of inventory research data.
. NIR, transaction history file (THF), and due-in file (DIF) printouts.
. Access to the active contract file (ACF).

STANDARD - The intern will be able to:

. List all elements of the inventory accounting system.
. List the types of inventories that are performed and describe how each is conducted.
. Describe the uses made of data obtained from inventory research.
. Conduct causative research.
. List the steps involved in receipt, due-in, and discrepancy report processing, and violations.
. Interpret the ACF, NIR, THF, and DIF printouts.

6. TASK - DESCRIBE THE REQUISITION PROCESSING SYSTEM

GIVEN:

- DLAM 4140.2, Vols. II and III, and related procedures.
- DoD 4000.25-1-S1, MILSTRIP Routing Identifier and Distribution Codes.
- DLAR 4410.1, Uniform Materiel Movement and Issue Priority System (UMMIPS).
- Active and inactive requisition status file and requisition history file printouts.
- Various requisition-related documents.

STANDARD - The intern will be able to:

- List the major uses of DLAM 4140.2 and DoD 4000.25-1-S1 and describe the interrelationship between them.
- Describe the method to determine priorities of requisition and the timeframes for processing.
- Trace the requisition processing system from the initiation of the requisition to customer receipt.
- Describe procedures for processing various requisition-related documents to include the followup, cancellations, and passing orders.
- Use the active and inactive requisition status file and the requisition history file printouts.

7. TASK - ASSIST SENIOR ANALYST/MANAGER IN MOWASP/DWASP SYSTEM IMPLEMENTATION, REVISION, AND/OR UPDATE

GIVEN:

- DLAM 4140.2, Vol. III and DLA ASP User's Manual.
- MOWASP/DWASP quarterly change statements/working documentation.
- Instructions for preparing and processing staff memoranda.
- Copies of current staff memorandum and local changes.

STANDARD - The intern will be able to:

- Review quarterly changes for correctness.
- Determine whether local change/staff memorandum must be revised or prepared.
- Determine changes that are applicable to the functional area.
- Conduct/Coordinate training of changes applicable to the functional area.

8. TASK - IDENTIFY AND RESOLVE MOWASP/DWASP SYSTEM MALFUNCTIONS

GIVEN:

. DLAM 4140.2, Vol. III and related appendixes.
. DWASP User's Manual and related procedures.

STANDARD - The intern will be able to:

. Research manuals to determine correct systems flow.
. Determine if a system problem exists.
. Take corrective action by contacting appropriate functional specialists.

9. TASK - PERFORM STUDIES RELATED TO MOWASP/DWASP SYSTEMS FLOW AND OPERATION

GIVEN:

. DLAM 4140.2, Vol. III and related appendixes.
. DWASP User's Manual and related procedures.

STANDARD - The intern will be able to:

. Conduct meetings to gain additional information about MOWASP/DWASP system problems/solutions.
. Write position papers and informal studies which relate to the MOWASP/DWASP systems and functional operations.

DISTRIBUTION MANAGEMENT

10. TASK - DESCRIBE THE PROCESS OF CONDUCTING A STORAGE ALLOCATION STUDY AND THE LAYOUT OF A STORAGE AREA

GIVEN:

. A requirement for additional storage space or a change to existing storage space.
. A list of items to be stored.
. Storage characteristics for each item.
. Access to DoD 4145.19-R, Storage and Warehousing Facilities and Services, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Utilize existing storage aids.
. Recommend replacement storage aids.
. Analyze the given requirements.
. Prepare appropriate charts and narrative to describe the current and proposed storage allocation.

. Recommend appropriate revision to current storage practices.
. Plan the layout of the storage area in a manner in which all items can be properly stored according to their storage characteristics.

11. TASK - DEVELOP AND COORDINATE REQUIREMENTS FOR MECHANIZED MATERIAL HANDLING EQUIPMENT, STORAGE AIDS, AND/OR OPERATING SUPPLIES

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Determine availability of assigned materiels handling equipment (MHE) and develop requirements for replacement.
. Develop a utilization and down time report for MHE.
. Develop requirements for storage aids and/or operating supplies for a specific operating area.

12. TASK - CONTROL THE DISTRIBUTION AND PROCESSING OF ALL MROs AND DISPOSAL RELEASE ORDERS (DROs)

GIVEN:

. A series of processing documents to include MRO/DRO, shipment planning worksheets (SPWs), and MOWASP/DWASP workload reports.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe the purpose of each document.
. Interpret specific data contained in each document.
. Identify distribution requirements for each document.
. Distribute MROs/DROs to appropriate Warehousing Division.
. Prepare the workload/forecast report.
. Prepare an exception MRO.
. Identify and describe the Save All Valuable Equipment and Supplies (SAVES) Program.

13. TASK - ANALYZE DEPOT OPERATIONAL EFFECTIVENESS

GIVEN:

. A requirement to analyze the operational effectiveness of a given area.

. Access to required regulations, manuals, forms, files, and local procedures.
. Current depot performance indicators, i.e., on time receipt processing, on time shipping, denial rate.

STANDARD - The intern will be able to:

. Determine types of data needed for the analysis.
. Collect the data.
. Interpret the data collected.
. Recommend appropriate remedial action to be taken as a result of the analysis.

14. TASK - CONDUCT AN INVENTORY

GIVEN:

. A requirement to conduct both a scheduled (type A) and an unscheduled (type C) inventory.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Follow appropriate inventory procedures while participating in all types of inventories.
. Analyze findings reflecting both the scheduling and count sections.
. Recommend appropriate remedial action to be taken as a result of the analysis.
. Participate in all phases of inventory scheduling, including terminal input operations.
. Identify and describe sensitive inventory items special requirements.

15. TASK - PLAN/CONDUCT LOCATION SURVEY

GIVEN:

. A requirement to conduct a location survey.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Comply with appropriate survey procedures.
. Analyze the survey results.
. Recommend appropriate corrective action.

16. TASK - DESCRIBE THE PURPOSE OF AND ANALYZE THE DEPOT BALANCE AND TRANSACTION REGISTER (DB&TR)

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe how transaction registers are maintained and established.
. Describe the resolution of causative analysis results with the Defense Supply Center (DSC).
. Identify factors contributing to inaccurate counts and recommend corrective action.

17. TASK - PERFORM DENIAL RESEARCH

GIVEN:

. A requirement to perform denial research of no location (No Loc) MROs.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Comply with appropriate denial procedures.
. Determine cause for No Loc MROs.
. Initiate and/or recommend corrective action.

18. TASK - IDENTIFY AND DESCRIBE THE ADMINISTRATIVE FUNCTIONS UNDER THE DEPOT SYSTEMS MANAGEMENT BRANCH

GIVEN:

. Access to DLAM 5810.1, Organization of DLA Field Activities, and related manuals and local procedures.

STANDARD - The intern will able to:

. Describe the purpose of the table and control file.
. Describe the purpose of the Internal Control Program.
. Describe the purpose and concept of the Work Force Certification Program (WCP).
. Describe the existing AIS used in support of depot operations.
. Describe the procedures used by the Depot Systems Management Branch when a new system is installed in the Depot.

RECEIVING

19. TASK - PERFORM UNLOADING - DEPACKING - SORTING FUNCTIONS FOR RECEIPT OF MATERIEL

GIVEN:

. Example of different types of commodities received and stored to include customer returns and procurement receipts.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will able to:

. Properly unload new and returned materiel and check for damage and documentation discrepancies.
. Sort/stage materiel for processing.
. Describe the receipt procedures and different types of inspection.
. Identify and describe receipt documents required and the distribution of these documents.
. Identify proper storage location and techniques for movement of materiel to the storage location.

20. TASK - DESCRIBE THE REQUIRED ACTIONS TO ASSURE PROPER PRESERVATION, PACKAGING, PACKING, MARKING, CONTAINERIZATION, AND UNITIZING OF MATERIEL

GIVEN:

. Examples of new materiel receipts and in-storage items.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe the general principles to be followed in making decisions regarding preservation, packaging, packing, marking, containerization, and unitizing.

21. TASK - PROCESS AND MAINTAIN RECEIVING SUPPLY DOCUMENTATION AND CHANGES IN ITEM DATA ELEMENTS TO THE LOCATOR FILE

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Describe the maintenance status and followup on receipt processing which assures accomplishment within prescribed timeframes.
- Describe how to initiate action and followup to obtain disposition instructions for undocumented, unidentifiable, discrepant, and under litigation receipts.
- Describe how the item data elements of the depot master locator file is maintained.
- Describe how the data elements affect transportation planning.

22. TASK - PROCESS RECEIPT UNDER DWASP PROCEDURES

GIVEN:

- Access to DWASP procedures, documentation, and formats.
- Access to data entry equipment.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Process a receipt.
- Access receipt information data request (RIDR).
- Process the inspection/verification notice (I/VN).
- Complete the data elements of the materiel movement document (MMD).
- Demonstrate the proper use of a Logistic Applications of Automated Marking and Reading Symbols (LOGMARS) scanner.
- Prepare a discrepancy report using the automatic discrepancy reporting system (ADRS).

23. TASK - PERFORM SURVEILLANCE INSPECTION OF MATERIEL

GIVEN:

- Access to request for inspection.
- Access to the various MOWASP generated listings.
- Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

- Perform reclassification of items.
- Identify packaging requirements.
- Describe the process of the Shelf Life Program.

24. TASK - PERFORM A LIMITED TECHNICAL INSPECTION OF MATERIEL

GIVEN:

. Access to data entry equipment.
. Access to the contract technical data file (CTDF).
. Access to specifications, blueprints, and engineering drawings.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Perform a limited technical inspection of incoming materiel.
. Properly interpret specifications for the materiel being inspected.
. Read the appropriate blueprint and/or engineering drawing.
. Properly use required measuring equipment.

WAREHOUSING

25. TASK - STORE MATERIEL

GIVEN:

. Materiel requiring storage.
. Receipt and storage documents.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe procedures for storing materiel.
. Identify and describe use of the applicable receipt and storage documents.

26. TASK - PERFORM THE FUNCTIONS OF A STOCK SELECTOR

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Interpret MRO/DRO.
. Read and interpret warehouse storage location.
. Select and assemble stock for shipment.
. Complete the required data elements on the MRO/DRO.
. Initiate forms required to maintain accurate stock location data (i.e., deletions and additions).
. Initiate/process bin replenishment orders (BROs).

. Affix storage location identification (SLID) label to appropriate locations.
. Perform rewarehousing actions.

27. TASK - PACK AND/OR CONSOLIDATE SHIPMENT UNITS

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Pack various shipments (i.e., freight, United Parcel Service (UPS), United States Postal Service (USPS), and Weapon Systems Pouch (WSP).
. Mark in accordance with mechanization of freight and shipping terminals (MOFAST) and the current MILSTD 129, Marking for Shipment and Storage.
. Sort, separate, and annotate MRO as required by local procedures.

TRANSPORTATION

28. TASK - IDENTIFY AND DESCRIBE THE MAJOR TRAFFIC MANAGEMENT FUNCTIONS

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe use of and interpret Government Bills of Lading.
. Describe how to maintain tariff and tender files.
. Describe the procedures for processing a Discrepancy in Shipment Report (DISREPs).
. Describe the function and purpose of the MTMC.
. Describe the purpose of the Carrier Performance Program and how it relates to the Transportation Officer.

29. TASK - DESCRIBE THE SHIPMENT PLANNING OPERATIONS

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe the use of and interpret shipment schedules.
. Describe the procedures for controlling shipment and determining shipment status.
. Describe the MILSTAMP and MILSTEP documents, intransit data cards, and the Reports of Shipment (RESHIP).
. Describe the Automated SEVAN Shipment Planning (ASSP).
. Describe the procedure for order, release, and dispatch of the carrier's equipment.
. Describe the Guaranteed Traffic Program.
. Describe the Enhanced DLA Distribution System (EDDS).

30. TASK - PLAN FREIGHT OPERATIONS

GIVEN:

. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe procedures for consolidation of shipment units into transportation units.
. Describe the staging process.
. Describe the procedures for detention/demurrage charges.

QUALITY CONTROL

31. TASK - DESCRIBE THE PURPOSE AND FUNCTIONS OF QUALITY CONTROL

GIVEN:

. A requirement to demonstrate knowledge by responding to queries, either verbally or in writing, relating to Quality Control.
. Access to required regulations, manuals, forms, files, and local procedures.

STANDARD - The intern will be able to:

. Describe the functions under the Quality Analysis Program.
. Analyze the Quality Control Program Report.
. Describe the procedures for processing a DISREP.

32. TASK - IDENTIFY AND DESCRIBE THE PURPOSE FOR INTERNAL MANAGEMENT CONTROLS, REGULATORY REQUIREMENTS, AND PROCEDURES FOR RISK ASSESSMENTS AND INTERNAL MANAGEMENT CONTROL REVIEWS

GIVEN:

. Queries, either verbally or in writing, relating to the internal management control program.

STANDARD - The intern will be able to:

. Describe and identify legal and regulatory guidance.
. Understand how IMC fits into the management process.
. Understand the purpose and procedures for risk assessments.
. Understand the purpose and procedures for IMC reviews.
. Recognize alternative risk assessments and IMC reviews.

DEFENSE FUEL SUPPLY CENTER TRACK

SUPPLY SYSTEMS ANALYST (GS-2003)

1. TASK - DESCRIBE THE BASIC FEATURES OF DEFENSE FUEL AUTOMATED MANAGEMENT SYSTEM (DFAMS) AND ADP SUPPORT ENVIRONMENT

GIVEN:

. Automated Information Systems Management Plan (AMP).
. DFSC-Z training on ADP support environment.
. DFSC-OP DFAMS training.

STANDARD - The intern will be able to:

. Describe the basic DFAMS ADP system architecture/records/files, system controls, supply functional processes, telecommunications, and data flow.
. Describe the basic features of DASC mainframe computer support for DFAMS and telecommunications interfaces with the DFR designated intermediate control point (DICP), DFSC, and supported activities.
. Describe the basic support roles of the various Divisions of the Office of Telecommunications Information Systems (OTIS).

2. TASK - CONDUCT A FUNCTIONAL REVIEW AND ANALYSIS OF A DFAMS SYSTEM PROBLEM AND PROVIDE A RECOMMENDED SOLUTION

GIVEN:

. Access to required publications, procedures, documents, files.
. Supervisory guidance.

STANDARD - The intern will be able to:

. Research all facets of the problem, gather and document pertinent facts, conduct effective interviews with functional users, coordinate with affected directorates/activities, analyze gathered information, formulate viable alternatives for resolving the problem, effectively document results for required system/procedural change.

3. TASK - PREPARE A DFAMS SYSTEM CHANGE REQUEST AND SUPPORTING METHOD IMPROVEMENT PROJECT SUMMARY (DFSC FORMS 2.68/20.36)

GIVEN:

- Access to required publications, procedures, documents, files.
- Required research/review and analysis documentation.
- DFSCR/DFSC-O Regulation/Staff Memorandum 4730.1.
- Supervisory guidance.

STANDARD - The intern will be able to:

- Develop Military Standard Petroleum System (MILSPETS)/ DFAMS formats, codes, procedures, and related information needed to support the system change request, obtain MILSPETS approval, i.e., Proposed Military Change Letter (PMCL) and inform affected activities, e.g., DFAMS Newsletter.
- Produce a system change request that is clear and complete, complies with MILSPETS/DFAMS standards, resolves any system or procedural problems, effectively satisfies the functional user's needs, and is approved and implemented with only minor changes.

4. TASK - IDENTIFY AND DESCRIBE THE BASIC FEATURES OF THE M204 DATA BASE MANAGEMENT SYSTEM (DBMS) AND DEVELOP SUFFICIENT PROFICIENCY TO MAKE FUNCTIONAL DFAMS INQUIRIES THROUGH THIS SYSTEM

GIVEN:

- Basic M204 training (CCA/In-house expertise).
- Access to required system material.

STANDARD - The intern will be able to:

- Describe available DFAMS online files and understand basic system protocol used by the system.
- Demonstrate ability to obtain supply management information via terminal inquiry using ad hoc or Menu Driven Inquiry System (MDIS) methods.

5. TASK - IDENTIFY AND DESCRIBE THE BASIC FEATURES OF THE DFAMS MDIS AND DEVELOP SUFFICIENT PROFICIENCY TO MAKE FUNCTIONAL INQUIRIES THROUGH THIS SYSTEM

GIVEN:

- Basic MDIS training (DFSC-ZW/In-house expertise).
- Access to required system material.

STANDARD - The intern will be able to:

. Describe available inquiries and understand basic system protocol used by the system.
. Demonstrate ability to obtain specific supply management information via terminal inquiry.

6. TASK - LEARN THE BASIC FEATURES OF THE ZENITH Z248 MICROCOMPUTER AND DEVELOP SUFFICIENT PROFICIENCY TO USE THE EQUIPMENT TO PROVIDE SIMPLE STAND-ALONE APPLICATIONS/MANAGEMENT INFORMATION FOR FUNCTIONAL USERS

GIVEN:

. Basic Z248 Software, dbase III, and graphics training (Contractor Center for End User Support (CEUS) In-house expertise).
. Access to required system material.
. DFSC-O Staff Memorandum 4710.8.

STANDARD - The intern will be able to:

. Develop simple data bases, processes, and procedures for a functional application.
. Provide supply management information in graph, spreadsheet, or functionally tailored form.
. Describe required documentation for recurring End User Computer (EUC) applications.

7. TASK - IDENTIFY AND DESCRIBE THE BASIC FEATURES OF THE DISTRIBUTED MINI COMPUTER SYSTEM (DMINS)

GIVEN:

. Basic DMINS training, CEUS.
. Access to required system material.

STANDARD - The intern will be able to:

. Describe the basic features of DMINS and explain the present and future planned utilization of the system.

8. TASK - IDENTIFY AND DESCRIBE THE PURPOSE FOR INTERNAL MANAGEMENT CONTROLS, REGULATORY REQUIREMENTS, AND PROCEDURES FOR RISK ASSESSMENTS AND INTERNAL MANAGEMENT CONTROL REVIEWS

GIVEN:

. Queries, either verbally or in writing, relating to the internal management control program.

STANDARD - The intern will be able to:

. Describe and identify legal and regulatory guidance.
. Understand how IMC fits into the management process.
. Understand the purpose and procedures for risk assessments.
. Understand the purpose and procedures for IMC reviews.
. Recognize alternative risk assessments and IMC reviews.

INVENTORY MANAGEMENT SPECIALIST (GS-2010)

1. TASK - REVIEW AND VALIDATE SERVICE/AGENCY REQUIREMENTS FOR BULK FUEL AND INITIATE PURCHASE REQUESTS

GIVEN:

- DFSCR 4220.1, Requirements Submission Schedule for Petroleum Products.
- Service Military Interdepartmental Purchase Request (MIPR); DFR submission of Federal Agency requirements.
- DFAMS consumption history.
- Storage facilities data.

STANDARD - The intern will be able to:

- Analyze usage trends/mission changes and determine quantities to be procured.
- Analyze contract status monthly to determine adequacy of contract coverage.
- Develop and defend quantitative budget data.
- Correspond with Services/Agencies and Procurement and resolve all questions pertaining to bulk requirements and contract terms/delivery conditions.
- Analyze distribution patterns and develop economic analyses to determine most efficient and cost effective methods of support.
- Prepare/amend purchase requests.

2. TASK - REVIEW AND VALIDATE SERVICE/AGENCY INTO-PLANE REQUIREMENTS AND INITIATE PURCHASE REQUESTS

GIVEN:

- DFSCR 4220.1.
- Service MIPRs.
- DFAMS contract status and sales data.

STANDARD - The intern will be able to:

- Analyze usage trends/mission changes and determine quantities to be procured.
- Analyze contract status reports to determine adequacy of contract coverage and initiate amended purchase requests.
- Develop and defend quantitative budget data.
- Correspond with Services/Agencies and Procurement and resolve all questions pertaining to into-plane requirements and contract terms.
- Prepare purchase requests.

3. TASK - REVIEW AND VALIDATE SERVICE/AGENCY POSTS, CAMPS, AND STATIONS (PC&S)/BUNKER REQUIREMENTS AND INITIATE PURCHASE REQUESTS

GIVEN:

. DFSCR 422.1.
. Service MIPRs; Federal Agency requirements.

STANDARD - The intern will be able to:

. Analyze prior year requirements and delivery modes.
. Develop and defend quantitative budget data.
. Correspond with Services/Agencies and Procurement and resolve all questions pertaining to PC&S/Bunker requirements and contract terms.

4. TASK - PERFORM TANKER SCHEDULING FUNCTIONS

GIVEN:

. Reports Control System (RCS): DLA(W) 1884 (DFSC) bulk petroleum terminal reports.
. MSC 4020-3 tanker loading reports.
. MSC 4020-4 tanker discharge reports.
. MSC movement reports.
. MSC replots.
. Supplier/ordering officer information.
. Schedule cargo amendments.
. Tanker lift schedules.
. Tanker daily/weekly arrival schedules.
. Tanker slates.
. Contract status information.

STANDARD - The intern will be able to:

. Develop planned schedules and provide other planning data to ordering officers and MSC.
. Perform cost effectiveness studies to improve distribution and minimize supply cycle costs.
. Establish/revise reorder points and resupply cycles and maintain a balance of fuels at tanker supplied terminals/bases.
. Respond to Navy requests for Consolidations Underway Replenishments (CONSOLs)/Underway Replenishments (UNREPs).
. Analyze contract awards, inventories, consumption trends, planned storage changes and establish/amend cargoes.
. Provide item managers information on resupply patterns.
. Provide input to the MSC ocean transportation requirements forecast.

. Coordinate with DFSC/OS/Q on stock rotation involving tankers.
. Provide advice/assistance to Joint Petroleum Offices (JPOs)/DFRs.
. Participate in presolicitation and preaward discussions and provide advice to procurement.
. Provide information for the commander's weekly supply operations briefing.
. Represent the directorate during exercises and emergency operations.

5. TASK - PERFORM TANKER ORDERING FUNCTIONS

GIVEN:

. DFSCM 4730.2, DFAMS User's Manual.
. Tanker scheduling information.
. MSC movement replots.
. Procurement solicitations.
. DFAMS contract status and Distribution Plant Authorization (DPA)/Source Identification and Ordering Authority (SIOATH) information.

STANDARD - The intern will be able to:

. Provide MSC preliminary cargo lift nominations.
. Place orders with contractor
. Prepare DD Form 1155, Order for Supplies or Services.
. Input order information to DFAMS.
. Monitor active contract status.
. Provide schedulers/item managers contract status information.

6. TASK - ANALYZE EXCESSIVE DFSP OPERATING VARIANCES/TRENDS AND INITIATE REQUIRED MANAGEMENT ACTIONS

GIVEN:

. Access to required publications, procedures, documents, files, and DFAMS computer information.
. Supervisory guidance.

STANDARD - The intern will be able to:

. Research product lost/gained through terminal operations such as normal evaporation, temperature gauging, minor unmeasurable leaks/spills and handling variances.
. Identify and analyze excessive losses/gains to determine cause and required management actions.
. Determine and analyze trends.
. Recommend remedial actions to improve systems/procedures and prevent future excessive variance.

7. TASK - ANALYZE EXCESSIVE INTRANSIT VARIANCES/TRENDS AND INITIATE REQUIRED MANAGEMENT ACTIONS

GIVEN:

. Access to required publications, procedures, documents, files and DFAMS computer information.
. Supervisory guidance.

STANDARD - The intern will be able to:

. Research product lost/gained during shipment.
. Identify and analyze excessive losses/gains to determine causes and required management actions.
. Determine and analyze trends.
. Recommend remedial actions to improve systems/procedures and prevent future excessive variance.

8. TASK - RESEARCH DETERMINABLE DEFENSE FUEL SUPPORT POINT (DFSP) PRODUCT LOSSES AND INITIATE REQUIRED MANAGEMENT ACTIONS

GIVEN:

. Access to required publications, procedures, documents, files, and DFAMS computer information.
. Supervisory guidance.

STANDARD - The intern will be able to:

. Research product lost from determinable causes such as tank overflows, spills, pipeline breaks, fire, unrecoverable tank bottoms, combat, or major disasters.
. Determine validity of causes and required management actions.
. Recommend remedial actions to improve systems/procedures and prevent future occurrences when possible.

9. TASK - ANALYZE THE TIMELINESS/ACCURACY OF TRANSACTIONS REPORTED AND RECORDED IN DFAMS AND INITIATE REQUIRED MANAGEMENT ACTIONS

GIVEN:

. Access to required publications, procedures, documents, files, and DFAMS computer information.
. Supervisory guidance.

STANDARD - The intern will be able to:

. Research the timeliness/accuracy of transactions reported by DFSPs and recorded in DFAMS.

- Identify and analyze DFSPs which do not meet the DFAMS criteria for reporting/recording transactions and reconciling inventory status (product accountability) records. Determine cause and required management actions.
- Determine and analyze trends.
- Recommend remedial actions to improve systems/procedures and meet the DFAMS criteria for reporting/recording transactions and reconciling inventory status records.

10. TASK - REVIEW AND EVALUATE BULK FUEL STOCK ROTATION PROGRAM

GIVEN:

- Access to required publications, procedures, documents, files, and DFAMS computer information.
- Supervisory guidance.

STANDARD - The intern will be able to:

- Develop an annual Bulk Fuel Stock Rotation Plan for disposition of dormant DLA-owned stocks.
- Ensure that budget projections are provided the Office of Comptroller.
- Approve the final coordinated plan and monitor the disposition of stock based on quality criteria and required funding.

11. TASK - DESCRIBE ALL RESPONSIBILITIES/TASKS OF GS-2005 SUPPLY TECHNICIANS ASSIGNED TO THE STOCK CONTROL DIVISION

GIVEN:

- Access to required publications, procedures, documents, files and DFAMS computer information.
- OJT learning objectives for GS-2005 supply technicians.
- Supervisory guidance.

STANDARD - The intern will be able to:

- Provide guidance/assistance as rotational team leader for assigned GS-2005 supply technicians.
- Provide guidance/assistance to field activities in all matters pertaining to DFAMS transactions reporting/recording, product accountability, and audit trail.
- Perform effectively as DICP for recording of DFAMS transaction for floating storage DFSPs and special accounts/transactions.

12. TASK - DEVELOP ANNUAL INVENTORY MANAGEMENT PLAN (IMP)

GIVEN:

. DoD 4140.25-M, Management of Bulk Petroleum Products, Storage, and Distribution Facilities.
. Propositioned War Reserve Materiel Requirement (PWRMR) and Propositioned War Reserve Materiel Stock (PWRMS) Input from the Services.
. Recommended Peacetime Stockage Objective (PSO) data from the DFRs.
. Storage facilities information from the Directorate of Facilities Management and RCS: 1884 reports.
. DFAMS generated PSO data for DFSPs.

STANDARD - The intern will be able to:

. Develop a preliminary IMP.
. Coordinate with the Joint Chiefs of Staff (JCS)/Services/DLA, analyze feedback and revise data.
. Prepare and distribute a final IMP to DoD/JCS/Commander and Chiefs (CINCs)/Services/DLA.

13. TASK - DEVELOP ANNUAL STOCK FUND BUDGET AND MIDYEAR REVIEW

GIVEN:

. DoD 4140.25-M.
. DFSC-O Staff Memo 4140.4.
. Data call letter from Comptroller.
. Input from the Services and Inventory Management/Stock Control Divisions.

STANDARD - The intern will be able to:

. Analyze input and develop a proposed budget for Director's approval.
. Finalize proposed budget and provide to Comptroller.
. Review and revise budget in joint Supply/Comptroller meeting.
. Develop final budget for submission to DLA-C.

14. TASK - IDENTIFY AND DESCRIBE THE PURPOSE FOR INTERNAL MANAGEMENT CONTROLS, REGULATORY REQUIREMENTS, AND PROCEDURES FOR RISK ASSESSMENTS AND INTERNAL MANAGEMENT CONTROL REVIEWS

GIVEN:

. Describe and identify legal and regulatory guidance.
. Understand how IMC fits into the management process.

- Understand the purpose and procedures for risk assessments.
- Understand the purpose and procedures for IMC reviews.
- Recognize alternative risk assessments and IMC reviews.

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